

**Space Family Education, Inc.  
Board of Director's General Meeting**

**Thursday, January 20, 2011**

**Attendance:**

**BOD:** Larissa Arnold, Jeremy Jacobs, Maureen Gerty, Luis Saucedo

**SFEI Staff:** Brooke Stephens

***Safety Report***

Completed annual NASA safety walk-through. Only minor issues were identified, mainly related to the facilities. Only minor issues related to the playground were identified. Report will be issued in the near future for SFEI review.

**Close Calls**

None

**Accident/Illness Report**

Lots of seasonal sickness is at work.

***Director's Report***

***NOTICE: B. Stephens plans to be on-site at the center full-time starting November 29<sup>th</sup> !!!***

**Staffing**

Stacy & Deanna switched rooms (3 & 5) to resolve personnel issues.

**Operations**

- Push-back on payroll is complete (now a 4-day wait between the end of the pay period and payroll execution).
- Two children in room 5 withdrew. 2 new infants have joined room 1. Still have an opening in Room 2.
- Training classes are being executed for all teachers to maintain certification compliance.

**Facility**

Nothing to report.

**Special Events**

- "Grandma / Retirement" shower for Dianna was a big success... lots of fun for parents, kids, and staff.
- Monthly "Dinners to Go" will be offered as a fundraiser. All proceeds will be deposited into a separate fundraising account with intention to utilize collected resources towards playground upgrades. The 1st "Dinner to Go" is
- "Parents Night Out" currently scheduled for 2/11/11 (5:30-10:30pm). This event will be scheduled on a monthly basis. Watch for communication on future dates!

***Committees Report***

### **Fundraising – Maureen Gerty**

- Intend to kick off activities with a Fundraising Committee. Seeking participation from the SFEI membership to support our efforts to upgrade the playground. **PLEASE CONTACT** Maureen / Brooke if you can offer any help & ideas!
- Planning MONTHLY fundraising activities, primarily “Dinners to Go”

### **Newsletter & Webpage – Chris Gerty**

Nothing to report.

### **Video Monitoring Service Review – Luis Saucedo**

Parent Watch currently costs SFEI \$658/month.

The committee has been exploring alternatives, including the possibility of purchasing our own equipment and managing access ourselves. A pilot test program has been started to evaluate hardware/software options, the results indicating that current Internet bandwidth is not adequate to support replacement of all cameras at the center. Investigating an upgrade in our DSL service. This alternative will cost \$129/camera, which includes all necessary software.

3<sup>rd</sup> party monitoring services were also evaluated, but the survey concluded that the cost/benefit doesn't compete with SFEI-owned hardware.

Based upon the success of the pilot program, the committee has determined it is time to part ways with Parent Watch. A 30 day notice is required to terminate our contract. The BOD agreed to proceed with contract termination (to be executed by the Director). The committee will proceed with implementation of the SFEI-owned system, and Brooke Stephens will manage access for SFEI members.

### ***Room Reports***

None.

### **Member Walk-On Issues:**

Member raised an issue regarding intermittent parking within the “No Parking Zone.” Director agreed to discuss this with the SFEI staff, and to watch for parking violations by SFEI membership and staff.

Member questioned the transparency of the company financial position. Current plan is to bring a cash-flow statement to our monthly board meetings for review by the BOD and SFEI membership.

Member suggested a “revamping” of the SFEI logo. The Director agreed to explore this further in the future, with suggestions to solicit help from the JSC Public Affairs Office regarding logo design.

### ***Board Members' Reports***

#### **HR Rep. (S. Buchta)**

Not Present.

**Policies and Procedures (N. Williams)**

Not present.

**Treasurer (Maureen Gerty)**

Still working on the 2009 Tax filing with the IRS. Brook & Maureen are in the final review phase of the tax filing. In parallel, we are working with our CPA to file 2010 taxes on time this year.

Corrective actions have been implemented which should preclude this from happening again!

**President (Larissa Arnold)**

The JSC/SFEI MOU has been stalled due to a debate regarding the potential need for an official Space Act Agreement. JSC is considering adding in coverage for lawn care and pest control.

Sylvia Buchta is scheduled to retire in March 2011, and is anticipating the MOU will unfortunately not be completed by that time, The official expiration date of our existing MOU is June 2011.

Investigation by the NASA Exchange to manage SFEI is still ongoing. Proposal is due to the SFEI BOD in May 2011.

Jay Leggett is still pursuing the option for JSC transportation to provide bus service for SFEI field trips.

**Vice President (Jeremy Jacobs)**

Nothing to report.

**Secretary (Luis Saucedo)**

Nothing to report.

**Future Topics:**

Parent Work-Day

Bus / Vanpool solution

**Assigned ACTIONS:**

Actionee	Action	Date Assigned	Due Date / Complete?
B. Stephens	Develop a staffing plan to address the needs (resources) to supplement in-room teacher support (floater pool) across the entire center. Present the plan to the BOD for consideration if additional hire is justified.	8.19.10	<b>2.01.11</b> <b>OPEN</b>
B. Stephens	Start publishing monthly financial statements for board review. Quick Books needs to be kept up to date.	8.19.10	<b>2.07.11</b> <b>OPEN</b>
J. Leggett	Investigate the ability to reduce our operating budget with NASA provided transportation for fieldtrips. Also investigate adding the annual SFEI audit and lawn care to the upcoming NASA MOU.	8.19.10	<b>3.01.11</b> <b>OPEN</b>
N. Williams	Incorporate documentation on "peanut-free" facility into New Member packet and/or change to SOP reflecting permanent	9.16.10	<b>3.01.11</b> <b>OPEN</b>

[illegible]